

EMPLOYMENT OPPORTUNITY
OFFICE OF THE CHIEF MEDICAL EXAMINER
POSITION: PROCESSING TECHNICIAN (CL-16)

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: State Employees (see Eligibility Requirements below)

Location: Office of the Chief Medical Examiner, Farmington, next to the University of Connecticut Health Center

Hours: Standard hours (40/week) are Monday through Friday, 8:00 a.m. – 4:30 p.m., possibly some rotation through Saturday/Sunday coverage

Salary: Salary range is \$1,638.13-\$2,142.15 bi-weekly

Closing Date: February 24, 2011

Eligibility Requirement:

Candidates must have applied for and passed the PROCESSING TECHNICIAN exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.

Examples of Duties: Processing Technicians at OCME perform duties not performed in any other State agency. Receives telephone calls to report a death and keys information into the automated case management system; relays information and refers caller to appropriate personnel; examines mailed requests for documents for accuracy, completeness and conformance to state statutes and office protocol; types death certificates and forwards signed documents to the appropriate destination; files death-related records and reports; types letters, forms, and other documents to support the death-reporting function; prepares records for permanent storage prior to their disposition; maintains logbooks.

General Knowledge: Knowledge of office systems and automated information systems, especially MS® Office software.

Preferred Skills and Ability: Considerable telephone communication skills; the ability to maintain record keeping and filing systems; the ability to maintain the confidentiality of personal, private information. Some work experience in a medical setting with medical records is preferred.

Note:

The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.

Application Instructions: Download an employment application (form CT-HR-12) at <http://das.ct.gov/employment>, complete the application and send it by mail, fax or email on or before the closing date to:

Human Resources, O.C.M.E.
11 Shuttle Road
Farmington, CT 06032
FAX to (860) 679-1257 (Attention H.R.)
E-mail to jolender@ocme.org

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.